

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Idaho State Office
1387 South Vinnell Way
Boise, Idaho 83709-1657

In Reply Refer To:
1400-713 (912) **P**

October 27, 2004

EMS
Instruction Memorandum No. ID-2005-006
Expires: 09/30/2006

To: All Employees

From: State Director

Subject: Electronic and Information Technology Accessibility Standards (36 CFR Part 1194)

Program Area: Video and Multi-media Products

Purpose: This Instruction Memorandum (IM) establishes procedures to provide suitable communication access for employees and persons with disabilities to Idaho Bureau of Land Management (BLM) public information services, products, and programs.

Policy/Action: It is the policy of the BLM to ensure that all citizens of the United States have access to our products, services, and programs. Accessibility applies not only to our public facilities, but also to our services, programs, and products. Idaho BLM personnel must ensure that video productions for national and internal audiences, public service announcements, and training are captioned. We must also ensure that video productions for visitor centers and other public facilities are open captioned (words on screen). Visitor Centers should make use of assistive listening devices, such as headphones that provide an audio description for persons with visual disabilities and electronic "signage" for the persons with hearing disabilities. This technology should also be used in theaters and multimedia exhibits.

Personnel must ensure that satellite videoconferences, which involve the public and/or where employees with disabilities are expected to attend, are open captioned. If questions and answers are part of a video conference, text telephone (TTY/TDD) or relay services must be made available for persons with hearing disabilities.

It is critical that persons with disabilities are afforded appropriate access to Idaho BLM's service, programs, and products. Roughly 54 million Americans are disabled; public lands and resources also belong to them. As we go about the business of BLM and the stewardship of the public lands, we will be mindful of this important segment of the American public.

Timeframe: This IM is effective upon receipt.

Background: Sections 504 and 508 of the Rehabilitation Act of 1973, (Title 29, United States Code, section 794 (29 U.S.C. sec. 794)) require agencies to provide suitable communication access for employees and persons with disabilities to public information services and products. Sections 504 and 508 of the Rehabilitation Act of 1973 also require that all agency mission-specific videos be captioned.

Manual/Handbook Sections Affected: None

Coordination: This IM was coordinated with the External Affairs Chief, EEO Manager, and the Human Resources Specialist (Classification/Labor Relations).

Contact: Cheryle Zwang (208) 373-4016 or Rani Simmons (208) 373-4011.

Boise District with Union: Management is reminded to notify and satisfy any bargaining requirements prior to implementation.

Signed
K Lynn Bennett

Autheticated
Sue Kohls
Administrative Assistant

Attachment
1 – Questions and Answers (1 p)

Q: What Idaho BLM produced A-V products must be open or closed captioned?

A: All training and informational video and multimedia presentations that contain speech or other audio information necessary for the comprehension of the content and which support an agency's mission, shall be open or closed captioned regardless of the anticipated audience.

Q: If an A-V product is produced by Idaho BLM for a retirement function or as part of an employee's documentation of an accident, must that product be captioned?

A: A videotape recorded by a field investigator to document a safety violation need not be captioned or audio described. On the other hand, if such a videotape were subsequently used as part of a training or informational presentation, it would have to be captioned and audio described. A video of a retirement celebration would not be in support of an agency's mission and thus captioning would not be required. Also, this provision applies only to video and multimedia presentations that contain speech or other audio information necessary for the comprehension of the content. A video that is not narrated would not be required to be captioned since it does not contain speech.